

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.
1209A8
PAGE 1
NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services - Maryland State Police DPSCS-MSP

Item No.	Description	Retention
FIS 6-0	<p>This Schedule Amends 1209, items 16-0, 16-1</p> <p><u>CHECK ACCOUNTABILITY LOG</u></p> <p>Contains original copy of MSP Form 207 listing all prenumbered MSP Form 208's received and issued.</p>	<p>Installation copy retained for 3 years, then destroy.</p> <p>Finance Section copy retained for 3 years and until audited, then destroy.</p>
FIS 6-1	<p><u>CHECK ACCOUNTABILITY FORM</u></p> <p>Contains validated bank deposit slip with copies of corresponding MSP Form 208's and discrepancy reconciliation reports attached.</p>	<p>Installation copy retained for 1 year, then destroy. Record copy maintained by Finance Section.</p> <p>Finance Section copy retained for 3 years and until audited, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

July 13, 1992

Date

Signature

Director,
P&R Division

Title

Schedule Authorized by
Hall of Records Commission

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

DEPARTMENT/AGENCY
Maryland State Police

2. DIVISION
Agency Records

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Check Accountability Log

5. EARLIEST YEAR/LATEST YEAR
1992 TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

FIS 6-0

Contains original copy of MSP Form 207 listing all prenumbered MSP Form 208's received and issued.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
MSP Installations and Finance Section

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Three (3) Years, then destroy, at installations

At Finance Section retain three years and until audited, then destroy.

NAME AND TITLE OF PREPARER
Thomas L. Vondersmith, Jr.

20. TELEPHONE NUMBER
653-4253

21. DATE
July 13, 1992

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SEPARATE FORM FOR EACH NEW OR
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WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

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REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Check Accountability Form

5. EARLIEST YEAR/LATEST YEAR
1992 TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

FIS 6-1

Contains validated bank deposit slip with copies of corresponding
MSP Form 208's and discrepancy reconcilliation reports attached.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
1 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

MSP Installations and Finance Section

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Three (3) Years and until audited,
then destroy in Finance Sec.

At installations, retain one (1)
year, then destroy

NAME AND TITLE OF PREPARER

Thomas L. Vondersmith, Jr.

20. TELEPHONE NUMBER

653-4253

21. DATE

July 13, 1992